

13th October 2014

Town of Victoria Park
Administration Centre
99 Shepperton Road
VICTORIA PARK WA 6100

E: planning@vicpark.wa.gov.au

Dear Sir / Madam

HOME OCCUPATION - PLANNING APPLICATION

Please find enclosed a completed Application for Planning Approval form, along with a cheque for \$222 being the application fee for same.

Proposed Business

The concept is to provide delicious home-made chocolate confectionary goods "made to order" which includes gift wrapping to suit the occasion for the customer. Examples of goods to be made but not limited to are:

- Rocky Road
- Peanut Clusters
- White Christmas
- Chocolate Stirrers

These goods are to be prepared & packaged in the kitchen of my residence

The equipment used to prepare the goods are predominately the stove cooktop, microwave, refrigerator, crockery, utensils, and chopping board, as well as sink for cleaning of the equipment.

Operation Hours

The operation of the business will be on an 'as required/ordered' basis only. The foods will be made to order upon receipt of request. Once order is ready, the goods will either be delivered to or collected by the customer.

Employment of Staff

There will be no additional personnel involved in the preparation or packing of the goods.

Customers

It is anticipated that the majority of the orders (approx. 90%) will be conducted through on-line sales, "word of mouth" and/or repeat customers.

The expected number of customers to the site is approximately 1 to 3 per week, as it is anticipated the majority of the goods ordered will be delivered directly to the customer. Should a customer wish to collect from the residence, it will be on a "strictly" appointment basis only on Tuesdays, Thursdays and/or on weekends.

Deliveries

Delivery of goods ordered by customers will be delivered in a Four Wheel Drive (2011 Jeep Grand Cherokee).

Delivery of stock/goods for the business from suppliers will be collected by the sole trader from the supplier outlets/supermarkets in person.

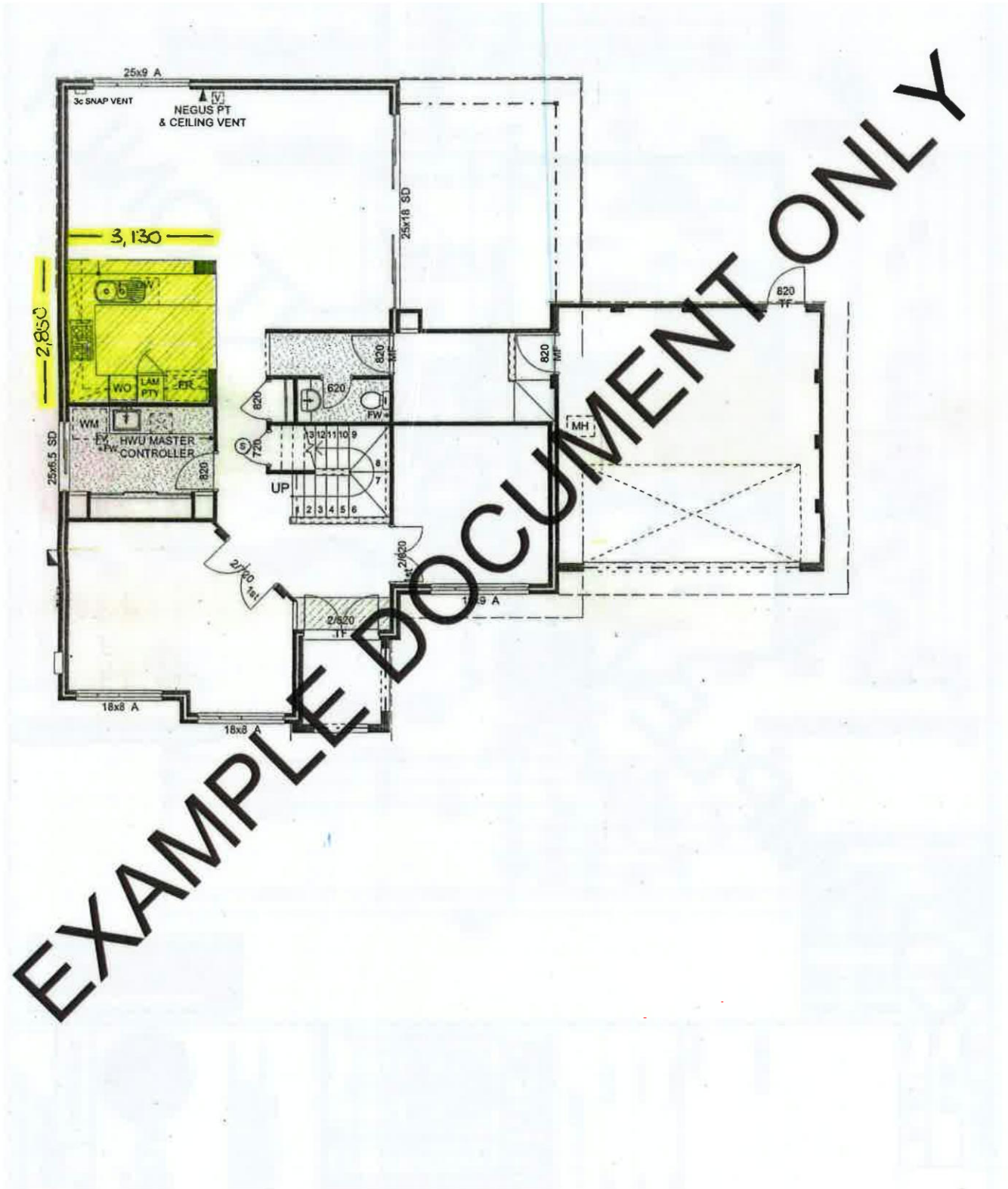
Please find attached the following:

1. Certificate of Title
2. Certificate of Registration of a Business Name;
3. Full site plan of the residence;
4. Copy of Builders plans which provides dimensions of the ground floor of my residence including the kitchen area to be used as Home Occupation, along with the builders kitchen plans;

Yours sincerely

EXAMPLE DOCUMENT ONLY

FLOOR PLAN



SITE PLAN

